**PROFESSIONAL Supervisor Approving SOLAR Time Reports**

Each month State employees are required to certify their presence and record absences. State UUP and M/C employees on West Campus and HSC must do this online through the University’s SOLAR self-service system. To approve employee time reports go to SOLAR [www.stonybrook.edu/solarsystem](http://www.stonybrook.edu/solarsystem)

- Employee time reporting and supervisor approvals should be completed between the 1st and 10th of the following month.
- HRS Time and Attendance cannot process an employee time report until the supervisor has approved it.
- Employees will not have access to the next month’s time report to begin making entries until the previous time report is approved.

The Direct Supervisor and the employee will be notified through SOLAR messages and emails if time reports are missing.

**Supervisor/Approver**

Each employee has a “direct” supervisor. This supervisor (State or RF employee) has access to approve the employee’s time report in SOLAR. In order to have sufficient backup for approving time reports, a hierarchy of supervisors exists for up to **3 levels**.

For instance, in the example below, the employee has a “direct” supervisor, the direct supervisor has a supervisor and that supervisor has a supervisor. In this case, all 3 supervisors can approve the employee’s timesheet.

**SOLAR Login**

On the 10th, 15th and 20th of the month you will receive an email reminding you to approve time report. Click the link in the email to go to the SOLAR Login Page.
Your Password
You can obtain your initial SOLAR password by clicking the SOLAR Account and Password Help link. The instructions for forming your new password will be sent to your University email account.

You can contact Client Support at (631)-632-9800 for assistance.

SOLAR Home Page

Approve Employees

- Click the Direct Superv. Batch Approval link to access the time reports for all employees that report directly to you to see them in a “roster” format.
• Click the **My Employees Awaiting Approval** link to access a list of time entries that have been submitted by your direct employees and are waiting to be approved.

• Click the **Direct Superv. Monthly Approval** link to access the time reports for all employees reporting directly to you. Records are listed by employee.

• Click the **Supervisor Monthly Approval** link to access the time reports for all employees that you have approval authorization for in the “reports to” hierarchy.

**Direct Supervisor Monthly Approval** view:

Click **Search** (without entering an EmplID) and you will see a list of all employees that you have access to approve time reports for.

If you prefer to access one specific employee’s time report you can enter the **EmplID** (Stony Brook ID) and click **Search**.

Click the employee’s name to access their time report.

⚠️ **Do not approve an employee’s time report until the employee has submitted it** (exception: the employee is not available to submit their own time report).

A “Y” in the **Entered** column indicates that entries have been made on the time report. A “Y” in the **Submitted** column indicates that the employee has submitted the time report and it is ready for your approval.

An “N” in the **Entered** column indicates that no entries have been made yet. An “N” in the **Submitted** column indicates it has not been submitted for your approval yet.

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<th>Empl Status</th>
<th>Time Report Month</th>
<th>Entered</th>
<th>Submitted</th>
<th>Name</th>
<th>Empl ID</th>
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</table>

![Image](image1.png)

Review entries and click Approve All if correct
The **Apprv Date** field will be populated with today’s date and the **Apprv ID** will be populated with your Stony Brook ID.

Click **Save** to save your entries

Click **Next in List** to go to the next employee in the search list

Or, click **Return to Search** to select a specific employee from the search list.

**Denying Entries**

If you have a question about the entries on a time report speak with the employee first. If you deny an entry the employee will be notified via a message in SOLAR.

After speaking with the employee you must remove the “Deny” entry (leave the **Apprv Status** field **blank**) so that the employee can make the necessary change on their time report in SOLAR and re-submit it.

For Questions or additional State Time and Attendance information go to the HRS website at [www.stonybrook.edu/hr](http://www.stonybrook.edu/hr) or contact us at 632-6186 or email HRS_TimeAtt@Stonybrook.edu.